



Bid Number 50 - 00116647

**TWO (2) YEAR CONTRACT FOR A SUPPLY OF ALUMINUM SIGN BLANKS
FOR THE JEFFERSON PARISH TRAFFIC ENGINEERING DIVISION**

BID DUE: June 9, 2016 / 2:00 PM

ATTENTION VENDORS!!!

**Please review all pages and respond accordingly, complying with all provisions
in the technical specifications and Jefferson Parish Instructions for Bidders and
General Terms and Conditions. All bids must be received in the Purchasing
Department by the bid due date and time.**

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer: Melissa Ovalle
Buyer Email: movalle@jeffparish.net
Buyer Phone #: 504-364-2687**

**Specifications for Aluminum Sheet and Sign Blanks
Traffic Engineering Division**

CONTRACT TERMS:

These specifications are prepared for a two (2) year contract for a supply of aluminum sign blanks for the Jefferson Parish Traffic Engineering Division, East Bank and West Bank, for the fabrication of traffic signage of Jefferson Parish roadways.

WARRANTY:

Products shall be warranted that they are manufactured in accordance with the applicable material specifications and are free from defects in workmanship and materials. Any defective items sold under this contract shall be replaced at no cost to the purchaser.

GENERAL SPECIFICATIONS:

Items included in this contract consists of various size, shape, and thickness of flat sheet and aluminum sign blanks to which a chemical conversion treatment coating has been applied.

Jefferson parish reserves the right to purchase any quantity of units more or less than specified and/or as needed during the two (2) year period of the contract.

Bid prices shall reflect no minimum delivery quantity.

The bidder is not to pre-ship any quantity until authorized by purchase order.

The quantities shown on the proposal guide are approximate quantities to be acquired by Jefferson parish over a two (2) year period. Actual usage will be on an "as needed" basis.

All pertinent technical specifications and literature must be submitted within 10 calendar days after the bid opening date.

Successful bidder will be allowed 120 days, from the date of contract execution, to stock and maintain sufficient quantities of material on hand to meet the needs of Jefferson Parish. Vendor will ship requested quantities (as indicated on purchase order) within seven (7) calendar days.

Bid delivery shall include all freight and delivery costs to Jefferson Parish.

MATERIALS:

- 1 - Aluminum. Blanks shall conform to ASTM Specification B-209, Alloy 5052-H38.
- 2 - Chemical Conversion Coating. The chemical coating to be employed in the preparation of aluminum sign blanks shall conform to Specification MIL-C-5541 or ASTM B-449, and shall be of the chromate type, such as Alodine No. 1200F.

FABRICATION:

- 1 - Sheet and/or blanks shall be a continuous section of the length, width and thickness, with required holes, corner radii, and shape as specified on the requisition.
- 2 - All edges are to be sheared or die cut. Sawed edges will not be acceptable.
- 3 - All blanks and sheet are to be deburred on all edges, corner radii, and holes.
- 4 - Blanks and sheet will conform to dimensions specified within plus or minus 1/32, and when measured from corner to corner, shall not be out of square more than 1/16 inch.
- 5 - Warps or buckles in excess of 1/16 inch for each foot in length or width, when laid on a true flat surface, will not be acceptable.
- 6 - All fabrication will be accomplished prior to the application of the chemical conversion coating.

CHEMICAL CONVERSION TREATMENT:

Requirements:

- 1 - The chemical conversion treatment shall impart a golden coloration to aluminum and aluminum alloys. The golden coating shall conform in color and corrosion resistance to that imparted by the Alodine 1200F treatment.
- 2 - The chemical conversion coating imparted to the metal by the Alodine 1200F bath shall produce sufficient bare-exposure (without organic coatings) corrosion resistance to satisfactorily resist a minimum of 168 hours exposure to salt spray when treated under the provisions of U.S. Specification MIL-C-5541B or ASTM B-449. (CLASSI-30-100MG).
- 3 - The coating produced by the chemical conversion treatment shall consist essentially of a complex aluminum-chromate containing traces of oxides.
- 4 - The chemical conversion treatment shall inherently, as a result of the conversion or processing chemistry, be capable of maintaining coating color uniformity during production without employment of auxiliary ion-exchangers or reactifier apparatus.

5 - The chemical conversion treatment shall also permit the processing of aluminum or aluminum alloy components containing dissimilar metal inserts or parts without detriment to either.

6 - Only such chemical conversion treatments which permit adequate solution control by chemical analysis shall be used.

7 - In addition to the other requirements of this specification, only those chemical conversion treatments which have been qualified under U. S. Specification MIL-C-5541B, or ASTM B-449, may be employed.

PROCESSING PROCEDURE:

The chemical conversion processing operation cycle shall consist of:

Operation No. 1 - CLEAN - A liquid etching type alkaline cleaner, Amchem Ridoline No. 34 and Ridosol 510, or equal, will be used per manufacturer's recommendation.

Operation No. 2 - RINSE - An overflowing water rinse will be utilized.

Operation No. 3 - DEOXIDIZE - Amchem Deoxidizer #6-16 will be used to desmut and remove heat treat and residual oxides remaining on metal.

Operation No. 4 - RINSE - An overflowing water rinse will be utilized.

Operation No. 5 - CHEMICAL CONVERSION TREATMENT - A chemical conversion treatment, such as Amchem Alodine No. 1200F, or equal, will be utilized to produce a protective golden coating.

Operation No. 6 - RINSE - An overflowing water rinse will be utilized.

Operation No. 7 - DRYING - Forced hot air drying.

DATE: 5/25/2016

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00116647

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678

BUYER: MOVALLE@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 6/09/2016 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS
THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from www.purchasing.jeffparish.net and clicking on Vendor Information.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE
CORRESPONDING INSTRUCTIONS BELOW.

10, 12, 13, 15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding reimbursement.. As such, the referenced attachment will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted within 10 days of bid opening. Failure to submit applicable certifications within 10 days of bid opening will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

In the event that addenda are issued with this bid, bidders **MUST** acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name _____

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the **BID NUMBER** and **BID OPENING DATE** indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116647

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	10.00	EA	TWO (2) YEAR CONTRACT FOR A SUPPLY OF ALUMINUM SIGN BLANKS FOR THE JEFFERSON PARISH TRAFFIC ENGINEERING DIVISION		
			0010 - 4 X 36 INCHES THICKNESS - .040 ALLOY - 5052-H38 RADIUS - NONE HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 50		
2	10.00	EA	0020 - 6 X 12 INCHES THICKNESS - .080		
			ALLOY - 5052-H38 RADIUS - THREE QUARTERS INCH HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 25		
3	400.00	EA	0030 - 6 X 18 INCHES THICKNESS - .080		
			ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R1-4 NUMBER OF BLANKS PER BUNDLE - 25		
4	300.00	EA	0040 - 6 X 24 INCHES THICKNESS - .080		
			ALLOY - 5052-H38 RADIUS - THREE QUARTERS INCH HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 25		
5	100.00	EA	0050 - 6 X 30 INCHES THICKNESS - .080		
			ALLOY - 5052-H38 RADIUS - THREE QUARTERS INCH HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 10		
6	200.00	EA	0060 - 6 X 36 INCHES THICKNESS - .080		
			ALLOY - 5052-H38 RADIUS - THREE QUARTERS INCH HOLES NONE HOLE LOCATION - NONE		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116647

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
7	200.00	EA	NUMBER OF BLANKS PER BUNDLE - 10 0070 - 8 X 12 INCHES THICKNESS - .080 ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R8-3A PLAQUE NUMBER OF BLANKS PER BUNDLE - 25		
8	10.00	EA	0080 - 8 X 42 INCHES THICKNESS - .080 ALLOY - 5052-H38 RADIUS - THREE QUARTERS INCH HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 10		
9	10.00	EA	0090 - 8 X 30 INCHES THICKNESS - .080 ALLOY - 5052-H38 RADIUS - THREE QUARTERS INCH HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 10		
10	10.00	EA	0100 - 8 X 36 INCHES THICKNESS - .080 ALLOY - 5052-H38 RADIUS - THREE QUARTERS INCH HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 10		
11	10.00	EA	0110 - 8 X 96 INCHES THICKNESS - .080 ALLOY - 5052-H38 RADIUS - NONE HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 10		
12	10.00	EA	0120 - 9 X 12 INCHES THICKNESS - .080 ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - M7-1 NUMBER OF BLANKS PER BUNDLE - 25		
13	250.00	EA	0130 - 9 X 36 INCHES THICKNESS - .100		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116647

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
14	250.00	EA	ALLOY - 5052-H38 RADIUS - THREE QUARTERS INCH HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 10 0140 - 9 X 42 INCHES THICKNESS - .100		
15	250.00	EA	ALLOY - 5052-H38 RADIUS - THREE QUARTERS INCH HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 10 0150 - 9 X 48 INCHES THICKNESS - .100		
16	10.00	EA	ALLOY - 5052-H38 RADIUS - THREE QUARTERS INCH HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 10 0160 - 10 X 18 INCHES THICKNESS - .080		
17	10.00	EA	ALLOY - 5052-H38 RADIUS - NONE HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - D10-1 NUMBER OF BLANKS PER BUNDLE - 20 0170 - 10 X 27 INCHES THICKNESS - .080		
18	10.00	EA	ALLOY - 5052-H38 RADIUS - NONE HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - D10-2 NUMBER OF BLANKS PER BUNDLE - 10 0180 - 10 X 36 INCHES THICKNESS - .080		
19	200.00	EA	ALLOY - 5052-H38 RADIUS - NONE HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - D10-3 NUMBER OF BLANKS PER BUNDLE - 10 0190 - 12 X 12 INCH SQUARE THICKNESS - .080 ALLOY - 5052-H38		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116647

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
20	200.00	EA	RADIUS - ONE AND ONE HALF INCH HOLE - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R2-2 NUMBER OF BLANKS PER BUNDLE - 25 0200 - 12 X 18 INCHES THICKNESS - .063		
21	200.00	EA	ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R7-1 NUMBER OF BLANKS PER BUNDLE - 50 0210 - 12 X 18 INCHES THICKNESS - .080		
22	10.00	EA	ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R7-1 NUMBER OF BLANKSPER BUNDLE - 25 0220 - 12 X 36 INCHES THICKNESS - .080		
23	200.00	EA	ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 10 0230 - 12 X 36 INCHES THICKNESS - .080		
24	10.00	EA	ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - THIRTY INCHES CENTER NUMBER OF BLANKS PER BUNDLE - 10 0240 - 12 X 54 INCHES THICKNESS - .080		
25	10.00	EA	ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 10 0250 - 12 X 72 INCHES THICKNESS - .080		
			ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - NONE		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116647

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
26	10.00	EA	HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 10 0260 - 14 X 16 INCH S.M.V. THICKNESS - .080		
27	200.00	EA	ALLOY - 5052-H38 RADIUS - NONE HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 25 0270 - 18 X 18 INCH SQUARE THICKNESS - .080		
28	10.00	EA	ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R9-3A NUMBER OF BLANKS PER BUNDLE - 10 0280 - 18 INCH OCTAGON THICKNESS - .080		
29	2,000.00	EA	ALLOY - 5052-H38 RADIUS - NONE HOLES - TWO AND THREE EIGHTS INCH HOLE LOCATION - R1-1 NUMBER OF BLANKS PER BUNDLE - 20 0290 - 18 X 24 INCHES THICKNESS - .080		
30	200.00	EA	ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R2-1 NUMBER OF BLANKS PER BUNDLE - 10 0300 - 18 X 72 INCHES THICKNESS - .100		
31	200.00	EA	ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 5 0310 - 18 X 96 INCHES THICKNESS - .100		
			ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 5		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116647

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
32	500.00	EA	0320 - 24 X 24 INCH DIAMETER THICKNESS - .080 ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - W1-1 NUMBER OF BLANKS PER BUNDLE - 10		
33	10.00	EA	0330 - 24 X 24 INCH SQUARE THICKNESS - .080 ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R3-1 NUMBER OF BLANKS PER BUNDLE - 10		
34	10.00	EA	0340 - 24 INCH ROUND THICKNESS - .080 ALLOY - 5052-H38 HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - CD-1 NUMBER OF BLANKS PER BUNDLE - 10		
35	10.00	EA	0350 - 24 INCH TRIANGLE THICKNESS - .080 ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R1-2 NUMBER OF BLANKS PER BUNDLE - 10		
36	100.00	EA	0360 - 24 X 30 INCHES THICKNESS - .080 ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R2-1 NUMBER OF BLANKS PER BUNDLE - 10		
37	10.00	EA	0370 - 24 X 36 INCHES THICKNESS - .080 ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLE - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R10-6 NUMBER OF HOLES PER BUNDLE - 10		
38	10.00	EA	0380 - 24 X 48 INCHES THICKNESS - .080		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116647

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
39	10.00	EA	ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - S5-1 NUMBER OF BLANKS PER BUNDLE - 10 0390 - 24 X 48 INCHES THICKNESS - .080		
40	200.00	EA	ALLOY - 5052-H38 RADIUS - ONE AND SEVEN EIGHTHS INCH HOLES - FOUR AND THREE EIGHTHS INCH HOLE LOCATION - W1-6 NUMBER OF BLANKS PER BUNDLE - 10 0400 - 30 X 30 INCH DIAMETER THICKNESS - .080		
41	200.00	EA	ALLOY - 5052-H38 RADIUS - ONE AND SEVEN EIGHTHS INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - W1-1 NUMBER OF BLANKS PER BUNDLE - 10 0410 - 30 X 30 INCH SQUARE THICKNESS - .080		
42	1,500.00	EA	ALLOY - 5052-H38 RADIUS - ONE AND SEVEN EIGHTHS INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R3-7 NUMBER OF BLANKS PER BUNDLE - 10 0420 - 30 INCH OCTAGON THICKNESS - .080		
43	100.00	EA	ALLOY - 5052-H38 RADIUS - NONE HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R1-1 NUMBER OF BLANKS PER BUNDLE - 10 0430 - 30 X 36 INCHES THICKNESS - .080		
44	100.00	EA	ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R3-5 NUMBER OF BLANKS PER BUNDLE - 10 0440 - 30 X 48 INCHES THICKNESS - .080 ALLOY - 5052-H38		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116647

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
45	10.00	EA	RADIUS - ONE AND ONE HALF INCH HOLES - FOUR AND THREE EIGHTHS INCH HOLE LOCATION - R11-2 NUMBER OF BLANKS PER BUNDLE - 10 0450 - 30 X 60 INCHES THICKNESS - .080		
46	200.00	EA	ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - FOUR AND THREE EIGHTHS INCH HOLE LOCATION - R11-4 NUMBER OF BLANKS PER BUNDLE - 10 0460 - 36 INCH TRIANGLE THICKNESS - .080		
47	10.00	EA	ALLOY - 5052-H38 RADIUS - TWO INCHES HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R1-2 NUMBER OF BLANKS PER BUNDLE - 10 0470 - 36 INCH ROUND THICKNESS - .080		
48	100.00	EA	ALLOY - 5052-H38 RADIUS - TWO AND ONE QUARTER INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - W10-1 NUMBER OF BLANKS PER BUNDLE - 10 0480 - 36 INCH PENTAGON THICKNESS - .080		
49	10.00	EA	ALLOY - 5052-H38 RADIUS - TWO AND ONE QUARTER INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - S1-1 NUMBER OF BLANKS PER BUNDLE - 10 0490 - 36 X 36 INCH SQUARE THICKNESS - .080		
50	10.00	EA	ALLOY - 5052-H38 RADIUS - TWO AND ONE QUARTER INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R3-7 NUMBER OF BLANKS PER BUNDLE - 10 0500 - 36 X 36 INCH DIAMETER THICKNESS - .080		
			ALLOY - 5052-H38 RADIUS - TWO AND ONE QUARTER INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - W3-3		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116647

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
51	10.00	EA	NUMBER OF BLANKS PER BUNDLE - 10 0510 - 36 INCH OCTAGON THICKNESS - .080 ALLOY - 5052-H38 RADIUS - NONE HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R1-1 NUMBER OF BLANKS PER BUNDLE - 10		
52	10.00	EA	0520 - 36 X 48 INCHES THICKNESS - .080 ALLOY - 5052-H38 RADIUS - TWO AND ONE QUARTER INCH HOLES - TWO AND THREE EIGHTHS INCH HOLE LOCATION - R2-1 NUMBER OF BLANKS PER BUNDLE - 10		
53	10.00	EA	0530 - 36 X 60 INCHES THICKNESS - .080 ALLOY - 5052-H38 RADIUS - TWO AND ONE QUARTER INCH HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 5		
54	200.00	EA	0540 - 48 X 48 INCH SQUARE THICKNESS - .080 ALLOY - 5052-H38 RADIUS - THREE INCHES HOLES - FOUR HOLE LOCATION - R2-2 NUMBER OF BLANKS PER BUNDLE - 5		
55	10.00	EA	0550 - 48 X 48 INCH DIAMETER THICKNESS - .080 ALLOY - 5052-H38 RADIUS - THREE INCHES HOLES - FOUR AND THREE EIGHTHS INCH HOLE LOCATION - W20-1 NUMBER OF BLANKS PER BUNDLE - 5		
56	10.00	EA	0560 - 48 INCH OCTAGON THICKNESS - .080 ALLOY - 5052-H38 RADIUS - NONE HOLES - FOUR AND THREE EIGHTHS INCH HOLE LOCATION - R1-1 NUMBER OF BLANKS PER BUNDLE - 5		
57	10.00	EA	0570 - 48 X 72 INCHES THICKNESS - .100		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116647

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
58	10.00	EA	ALLOY - 5052-H38 RADIUS - THREE INCHES HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 1 0580 - 48 X 96 INCHES THICKNESS - .100		
59	10.00	EA	ALLOY - 5052-H38 RADIUS - THREE INCHES HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 1 0590 - 6 X 24 INCHES THICKNESS - .080		
60	10.00	EA	ALLOY - 5052-H38 RADIUS - THREE QUARTERS OF AN INCH HOLES - FOUR AND THREE EIGHTHS INCH HOLE LOCATION - ONE INCH DOWN ONE AND ONE HALF INCH ON HORIZONTAL BARRICADE PLATE NUMBER OF BLANKS PER BUNDLE - 25 0600 - 12 X 24 INCHES THICKNESS - .080		
61	10.00	EA	ALLOY - 5052-H38 RADIUS - THREE QUARTERS OF AN INCH HOLES - FOUR AND THREE EIGHTHS INCH HOLE LOCATION - ONE INCH DOWN ONE AND ONE HALF INCH ON HORIZONTAL BARRICADE PLATE NUMBER OF BLANKS PER BUNDLE - 25 0610 - 18 X 36 INCHES THICKNESS - .080 ALLOY - 5052-H38 RADIUS - ONE AND ONE HALF INCH HOLES - NONE HOLE LOCATION - NONE NUMBER OF BLANKS PER BUNDLE - 10		

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

Non-Public Works Bid Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
the party who submitted a bid in response to Bid Number _____, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required
attachment):**

Choice A _____ Attached hereto is a list of all campaign contributions, including
the date and amount of each contribution, made to current or
former elected officials of the Parish of Jefferson by Entity,
Affiant, and/or officers, directors and owners, including
employees, owning 25% or more of the Entity during the two-year
period immediately preceding the date of this affidavit or the
current term of the elected official, whichever is greater. Further,
Entity, Affiant, and/or Entity Owners have not made any
contributions to or in support of current or former members of the
Jefferson Parish Council or the Jefferson Parish President through
or in the name of another person or legal entity, either directly or
indirectly.

Choice B _____ there are **NO** campaign contributions made which would require
disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20__.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

INSURANCE REQUIREMENTS - BIDS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.

1. WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

2. COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

3. COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

CONSTRUCTION AND RENOVATION PROJECTS:

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

NOTE for CERTIFICATE HOLDER:

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014